



# Buying goods and services for schools

Welcome to the latest edition of our newsletter for schools

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This issue provides you with the latest updates on buying goods and services from the Crown Commercial Service (CCS). Our compliant, money saving deals have been developed for the whole of the public sector including all publicly funded schools.



## Facilities Management

A new [Facilities Management Services](#) agreement is now available if you require standardised facilities management (FM) services.

The scope includes a total/integrated FM solution, hard FM services such as mechanical and electrical maintenance, control of asbestos, water hygiene services and mail services, and soft FM services such as cleaning, security and waste management services.

Benefits include:

- up to 15% savings through better buying, aggregation of requirements and standardisation of specifications
- a common set of service level requirements, terms and conditions and pricing
- measures to improve energy efficiency, water consumption, waste minimisation and incorporation of Government Buying Standards to ensure sustainability

To access the agreement, you will need to run a **further competition** - submitting your requirement to all suppliers who then respond with a priced proposal that you can evaluate against all the other responses. You are encouraged to use our [eSourcing](#) tool to do this. Further details of how to register and access the tool can be found in the useful links section below.

If you would like to find out more please email [fmcm@crownccommercial.gov.uk](mailto:fmcm@crownccommercial.gov.uk).

## Back-office services

We are doing some market research into back-office services, such as payroll, HR and finance, with a particular focus on the requirements of the wider public sector. The aim is to identify opportunities to improve the efficiency of back-office services, realise savings, and support economic growth. If you are interested in helping us shape the future of back-office services please email [bps@crownccommercial.gov.uk](mailto:bps@crownccommercial.gov.uk).

## Energy for Schools

If you are intending to move your energy supply to our Energy for Schools deal, please remember that the deadline for the April 2016 deal is the end of September 2015.

If you join after September 2015, you will be provided with an interim price.

For more information, please visit our dedicated Energy for Schools webpage [here](#) or email [customer.acquisition@crownccommercial.gov.uk](mailto:customer.acquisition@crownccommercial.gov.uk)

## Network Services

A new [Network Services](#) agreement is now available for schools and academies needing networks and telecommunications services.

There are 57 suppliers available across 10 different areas known as 'lots':

1. Data access services
2. Local connectivity services
3. Traditional telephony services
4. Inbound telephony services
5. IP telephony services
6. Mobile voice and data services
7. Paging services
8. Video-conferencing services
9. Audio-conferencing services
10. Integrated communications

The deal replaces the existing Public Services Network (PSN) Services, PSN Connectivity and Telephony Services agreements.

How you access the agreement will depend on your needs. For straightforward requirements you can place your order directly with your chosen supplier by using the technology catalogue on the [Government eMarketplace](#).

For more complex needs, and where you require suppliers to propose solutions (known as 'call-off contracts'), you will need to run a further competition as described under the FM Services agreement.

If you have any questions on the agreement please email [networkservices@crownccommercial.gov.uk](mailto:networkservices@crownccommercial.gov.uk).

## Digital Services

Our new [Digital Services 2](#) agreement has been designed to help you buy, design, build and deliver digital services using an agile approach, by accessing the right people to deliver agile software development (solutions which evolve through collaboration between teams). This can either be a contract for an individual to join your existing digital team, or a number of roles to create a digital team to work on your project.

Digital Services 2 is accessed via the [Digital Marketplace](#), an online platform where you can access services from different agreements, including Digital Services, G-Cloud and Crown Hosting.

To access the Digital Services catalogue you will require a log-in after which you can search on features such as digital capability and digital role, to then create a shortlist of suppliers to contact for more information about how they would approach a specific project.

Our [Buyers' Guide](#) provides detailed information about how the agreement is set up and how to access it using the further competition process.

If you have any questions on the agreement please email [ict\\_services@crownccommercial.gov.uk](mailto:ict_services@crownccommercial.gov.uk)

## IT Hardware and Software Deals

A new flyer is available [here](#) which provides an overview of our IT Hardware and Software deals. These deals cover the following areas:

- **Commodity Technology Products:** Commonly purchased technology items such as laptops, desktop computers, tablet devices, peripherals (for example, desktop printers and docking stations), network equipment and off-the-shelf software.
- **Software Solutions and Support Services:** Market or application specific software solutions and support services that require tailoring to meet specific needs but where the functionality or service is already substantially developed.

## Records management, printers and copiers

Would you like to join our new stakeholder group to help us develop our procurement strategy for records management, and printers and photocopiers? Current agreements in these areas (Multi-Functional Devices and Managed Print Services and Document Storage and Related Services) expire next year and we want to ensure our replacements solutions meet your needs.

If you are interested in getting involved, please email [officesolutionsdo@crownccommercial.gov.uk](mailto:officesolutionsdo@crownccommercial.gov.uk).

## Data security guidance from the Department for Education

The Department for Education has produced new guidance to help you understand your data security obligations when moving services and sensitive information to cloud based solutions.

You hold extremely sensitive information about your pupils, so it's vital that all those with access to this data comply with the Data Protection Act 1998 (DPA) as the consequences of it being misused can be very serious.

On a practical level this means making sure you have the appropriate levels of technical and organisational security when storing and sharing data. This is especially important when choosing external providers' products to process the data, as your school is still responsible under the DPA for protecting it.

## Upcoming events

### Government IT 2.0

On 24 September Sarah Hurrell, Commercial Director for Technology, is speaking on 'Ensuring Value for Money in Public Sector ICT and Digital Procurement' at the free to attend [Government IT 2.0 conference and exhibition](#) in London.

### The Higher and Further Education Show

We will be attending the next [Higher and Further Education Show](#) in London on 14 October.

The event is free to attend so if you are planning to visit please come to see us at our session on the conference programme or visit us at our stand.

### Academies Show

We will be attending the next [Academies Show](#) in Birmingham on 25 November.

The event is free to attend so if you are planning to visit please come to see us at our session on the conference programme or visit us at our stand.



## Useful links for accessing our agreements

### eSourcing tool

Our free to use eSourcing tool can be used to carry out both direct award and further competitions. This is an online tool where you can submit your requirements to the suppliers of your chosen deal and receive their proposals back through the system.

- **Training:** Free training sessions are held for customers each month. To sign up, please visit: <http://ccs-forms.cabinetoffice.gov.uk/booking>
- **Guidance:** <https://www.gov.uk/government/publications/esourcing-suite-guidance-for-customers>
- **Registration:** <http://ccs-forms.cabinetoffice.gov.uk/using-esourcing-suite-0>
- **Already registered? Log on:** <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>

### Government eMarketplace

You can use the Government eMarketplace to access online catalogues and carry out direct awards.

- **Full details of the Government eMarketplace and how to register can be found here:** <https://www.gov.uk/emarketplace-a-guide-for-public-sector-buyers>
- **Already registered? Log on:** <https://buyers.procserviceonline.com/otis/login.html?marketplace=gem>
- **Help and support:** email [eMarketplace@crownccommercial.gov.uk](mailto:eMarketplace@crownccommercial.gov.uk) or call 0345 410 2222

## Get in touch

Our education team is on hand to help you create savings for your school. We recognise that schools, particularly academies and free schools, often require guidance when buying goods and services and we are here to assist at any stage of the process.

Please visit our [education pages](#) on our website for further information on our deals and how to access them or email us directly at [education@crownccommercial.gov.uk](mailto:education@crownccommercial.gov.uk)